ARNG Food Operations Catered Meals

SIK
Accounting Procedures

Objective

- Identify the accounting procedures for ordering Catered Meals
  - Duty Training (IDT)
  - Annual Training (AT) not performed at an Active Army Installation

Catered Meals

- Definition: A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption or prepared at the consumption site using caterer's portable equipment and subsistence supplies.
  - **AR 30-22, para 3-41**

Catered Meals

- Commercially prepared meals (to include prepared meals purchased with a government charge card) are authorized only when food service personnel or equipment are not authored or available and support can not be obtained by another RC unit or Active Component

Catered Meals

- All request must be approved by the MACOM/G4
- Delivered contracted meals do NOT include meals for enlisted soldiers drawing BAS, Officer personnel, ADOS personnel, family members or guest
- Personnel in the above status will pay for their meal directly to the vendor at the time of

Catered Meals

- DA PAM 30-22, page 96, paragraph 3-70
- The menu planner will develop and produce the menus by balancing the following factors: Nutrition standards, quality and quantity
- It must be a well balanced meal

Catered Meals Accounting System

Forms used to account for Catered Meals

- DA Form 5913 (Strength and Feeder Report)-Request
- DA Form 3953 (Purchase Request & Commitment)*
- Invoice (Sent by G4/USPFO after approved) Menu
- DA Form 3032 (Signature Headcount Sheets) per each meal and separate sheets per unit
- Receipt from vendor
- DA Form 5913 (Strength and Feeder Report)-

and Feeder Report (Request)

DA Form 5913 has a dual use:

- Request to indicate the number of enlisted SIK soldiers anticipated to attend the training period, plus other DA Forms 5913 request for support from supporting units.
- Only the responsible unit commander is authorized to sign the initiating request
- This duty will not be delegated

  AR 30-22, para 3-30

DA Form 5913 Request/Report

- Completion of form is shown in Figures F-1 and F-2, DA Pam 30-22
  - TO block - Enter DOL/USPFO
  - Personnel Present for Duty by Service Component block - Number of enlisted (SIK) personnel anticipated to attend drill each day plus DA Forms 5913 from supported units
  - Grand Total block - Total for each day

DA Form 5913 - Request

- Remarks block- Information that will assist the unit in accomplishing it’s mission (Special Instructions)
- Signed by unit commander

DA Pam 30-22, Figure F-1

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100105

4. REPORT DATES (YYYYMMDD)				
	20100306	20100307		[X] REQUEST [ ] REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	125		

10. REMARKS IDT MUTA 4, 6-7 March 2010 0730-1700hrs

07 Mar
B
L 125 Catered
D

08 Mar
B
L 125 Catered
D

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100105

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Soldier authorized SIK are entered here

Date meals required, type, and number

Type (AT, IDT, MOB), date and hours of training entered in remarks

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-1 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for a single unit

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100105

4. REPORT DATES (YYYYMMDD)				5. [X] REQUEST [ ] REPORT
	20100306	20100307		
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
CO A, 734th Chem	75	75		
CO B, 734th Chem	60	60		
CO C, 734th Chem	40	40		
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	300	300		

10. REMARKS

IDT MUTA 4, 6-7 MARCH 2010, 0700-1630hrs

Remote Site Feeding

Site #1 (75) - B (75) -D Site #1 (75) - B
(60) - D Site #2 (60) - B
(40) - D Site #3 (40) - B

07 Mar
B 200 Catered
L MRE
D 300 Catered

08 Mar
B 312 A Ration
L MRE
D 0

(MREs all lunch meals)

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100105

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Type (AT, IDT, MOB), date and hours of training entered in remarks

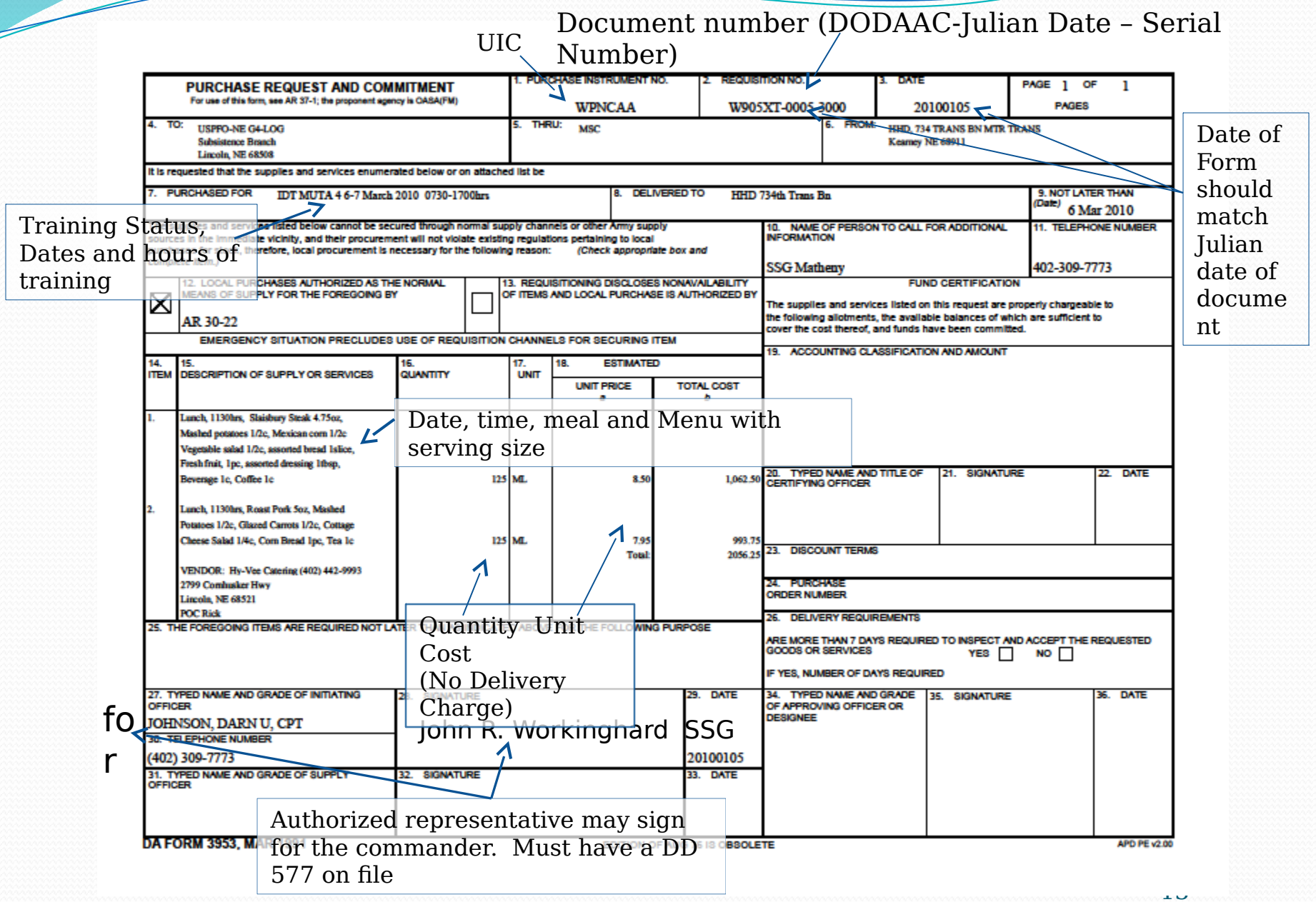
Soldier authorized SIK are entered here

Date meals required, type, and number

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-2 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for multiple

DA 3953 Purchase Request and Commitment



PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-1; the proponent agency is OASA(FM)

1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE 1 OF 1 PAGES
WPNCAA	W905XT-0005-3000	20100105	

4. TO: USPFO-NE G4-LOG, Subsistence Branch, Lincoln, NE 68508
5. THRU: MSC
6. FROM: HHD, 734 TRANS BN MTR TRANS, Kearney NE 68911

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR: IDT MUTA 4 6-7 March 2010 0730-1700hrs
8. DELIVERED TO: HHD 734th Trans Bn
9. NOT LATER THAN (Date): 6 Mar 2010

...and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local procurement. Therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item)

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION: SSG Matheny
11. TELEPHONE NUMBER: 402-309-7773

☒ 12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY: AR 30-22
☐ 13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

FUND CERTIFICATION
The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLASSIFICATION AND AMOUNT

14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE a	18. ESTIMATED TOTAL COST b
1.	Lunch, 1130hrs, Slaisbury Steak 4.75oz, Mashed potatoes 1/2c, Mexican corn 1/2c Vegetable salad 1/2c, assorted bread 1slice, Fresh fruit, 1pc, assorted dressing 1tbsp, Beverage 1c, Coffee 1c	125	ML	8.50	1,062.50
2.	Lunch, 1130hrs, Roast Pork 5oz, Mashed Potatoes 1/2c, Glazed Carrots 1/2c, Cottage Cheese Salad 1/4c, Corn Bread 1pc, Tea 1c	125	ML	7.95	993.75
	VENDOR: Hy-Vee Catering (402) 442-9993 2799 Cornhusker Hwy Lincoln, NE 68521 POC Rick			Total:	2056.25

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER | 21. SIGNATURE | 22. DATE
23. DISCOUNT TERMS
24. PURCHASE ORDER NUMBER
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER ... FOR THE FOLLOWING PURPOSE
26. DELIVERY REQUIREMENTS
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☐
IF YES, NUMBER OF DAYS REQUIRED

27. TYPED NAME AND GRADE OF INITIATING OFFICER: JOHNSON, DARN U, CPT
28. SIGNATURE: John R. Workinghard
29. DATE: 20100105
30. TELEPHONE NUMBER: (402) 309-7773
31. TYPED NAME AND GRADE OF SUPPLY OFFICER
32. SIGNATURE
33. DATE
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE: SSG
35. SIGNATURE
36. DATE

DA FORM 3953, MAR 2007 ... OBSOLETE ... APD PE v2.00

UIC

Document number (DODAAC-Julian Date – Serial Number)

Date of Form should match Julian date of document

Training Status, Dates and hours of training

Date, time, meal and Menu with serving size

Quantity Unit Cost (No Delivery Charge)

for

Authorized representative may sign for the commander. Must have a DD 577 on file

Seller's Invoice (Authorization Document) w/menu

G4-LOG
1234 MILITARY ROAD
LINCOLN NE 68508-1092
(402) 309-7548
FAX: (402) 309-7547
ATTN: CW4 TERESA DOMEIER

SELLER'S

INVOICE

INVOICE NO: W905XT 0005-3000	
DATE:	5 January 2010

Unit:	Vendor:
HHD 734th Trans (WPNCAA) 1244 Military Rd Kearney NE 68911	Hy-Vee Catering 2799 Cornhusker Hwy Kearney NE 68911 (402) 442-9993 Rick

MOP	IDT PERIOD	AT PERIOD
VISA	6-7 March 2010	

FEDERAL TAX ID NUMBER: 47-6014367

ITEM#	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
1	Lunch, 6 Mar, 1130hrs, Sirsbury Steak 4.75oz, Mashed potatoes 1/2c, Mexican corn 1/2c Vegetable salad 1/2c, assorted bread 1slice, Fresh fruit, 1pc, assorted dressing 1tbsp, Beverage 1c, Coffee 1c	125	ML	8.50	1,062.50
2	Lunch, 7 Mar, 1130hrs, Roast Pork 5oz, Mashed Potatoes 1/2c, Glazed Carrots 1/2c, Cottage Cheese Salad 1/4c, Corn Bread 1pc, Tea 1c	~~125~~ 121	ML	7.95	~~995.75~~ 961.95

RECEIVING REPORT	I certify that the above bill is correct and just and that payment has not been received.	TOTAL: ~~$2056.25~~ 2,024.45
Above items received in good order except as noted in remarks below	SELLER'S NAME: Hy-Vee Catering	NOTES:
Received by (signature) John R. Workinghard SSG	BY(Signature): Rick Younger	
Remarks	Approved by Subsistence Clerk:	PAGE 1 OF 1 PAGES

If you have any questions concerning this invoice, call: CW4 Teresa A. Domeier @ (402) 309-7548.
USPFO-NE Form No. 6

Corrections need to be made for headcount adjustments.

Totals need to be updated

Total must match Sales Receipt

Signed by Vendor and unit representative

Hy-Vee Catering
Store # 8
Kearney NE
(402)442-9993

7March2010 1310hrs
Catered meal Charge

6 Mar : 125 Meals @ 8.50
1,062.50
7 Mar : 125 Meals @ 7.95
961.95

Sub total 2,024.45
Sales Tax: 0.00
Tax Excempt

Total Charge
$2024.45

John R.
Workinghard

Signature

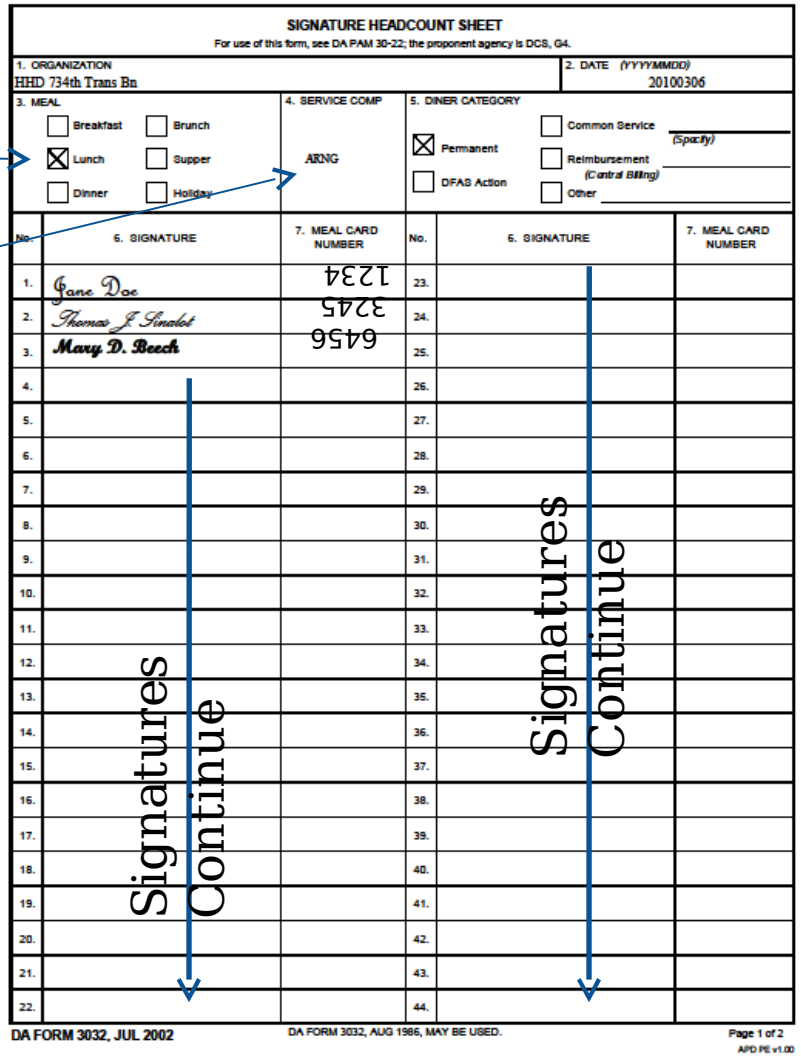
Signature Headcount Sheets (DA Form 3032)

- Reference
- DA Pam 30-22, page 32-39, a headcount sheet is required for each meal and each supporting unit when consolidating
- NO “ONE Line” entries are authorized

Signature Headcount Sheets (DA Form 3032)

Meal

Service Component



SIGNATURE HEADCOUNT SHEET

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. ORGANIZATION: HHD 734th Trans Bn
2. DATE (YYYYMMDD): 20100306
3. MEAL: Breakfast, Brunch, [X] Lunch, Supper, Dinner, Holiday
4. SERVICE COMP: ARNG
5. DINER CATEGORY: [X] Permanent, Common Service, Reimbursement (Central Billing), DFAS Action, Other (Specify)

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.	Jane Doe	1234	23.		
2.	Thomas J Smalot	3245	24.		
3.	Mary D. Beech	6456	25.		
4.			26.		
5.			27.		
6.			28.		
7.			29.		
8.			30.		
9.			31.		
10.			32.		
11.			33.		
12.			34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

Signatures Continue

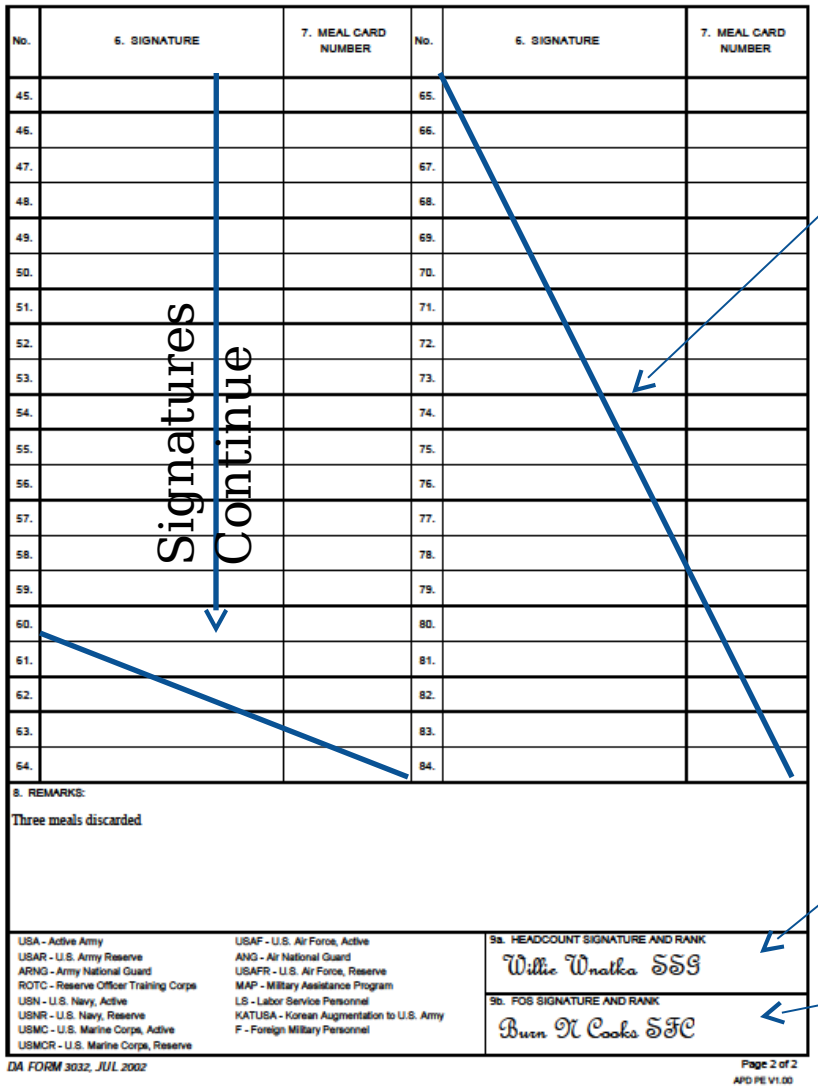
Signatures Continue

DA FORM 3032, JUL 2002 — DA FORM 3032, AUG 1986, MAY BE USED. — Page 1 of 2 — APD PE v1.00

The signature headcount sheet DA 3032 **MUST** be a front and back document, it can not be on two separate pages.

Consolidate Feeding units must have DA 3032s for separate units with a unit roster.

Signature Headcount Sheets (DA Form 3032)



No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

Signatures Continue

8. REMARKS:

Three meals discarded

USA - Active Army
USAR - U.S. Army Reserve
ARNG - Army National Guard
ROTC - Reserve Officer Training Corps
USN - U.S. Navy, Active
USNR - U.S. Navy, Reserve
USMC - U.S. Marine Corps, Active
USMCR - U.S. Marine Corps, Reserve
USAF - U.S. Air Force, Active
ANG - Air National Guard
USAFR - U.S. Air Force, Reserve
MAP - Military Assistance Program
LS - Labor Service Personnel
KATUSA - Korean Augmentation to U.S. Army
F - Foreign Military Personnel

9a. HEADCOUNT SIGNATURE AND RANK
Willie Wnatka SSG

9b. FOS SIGNATURE AND RANK
Burn N Cooks SFC

DA FORM 3032, JUL 2002

Page 2 of 2
APD PE V1.00

Line out the remaining rows to close out the form

Head counter signs

FSO signature. If the unit does not have an FSO then the Supply NCO or the unit Full individual will sign.

DA Form 3913 Strength and Feeder Report (Report)

- Report or consumption report to indicate number of SIK personnel present for duty as shown on the DA Form 1379 and supported documentation (DA Form 3032) “SIK only”

- Form filled out by Supply Sergeant or full time unit personnel but signed by commander

  - DA Pam 30-22, Appendix F

DA Form 5913 Completion Instructions

- The completed form is used to request subsistence
- Submit to DOL/USPFO on the approved schedule
- The number of rations requested may not match the strength figure shown on the request report.
- Use anticipated present for duty strength

DA Form 5913 - Report

- For completion of form see DA Pam 30-22, Figures F-7 and F-8
  - TO block - DOL/USPFO
  - Personnel Present for Duty by Service Component block - Number of enlisted (SIK) soldiers present for duty
  - Grand Total - Total of SIK personnel

DA Form 5913 - Report

- Remarks block - Information that will explain the different between number of meals received and number of personnel supported

- Only the responsible commander is authorized to sign the end of training report

- This duty will not be delegated

  AR 30-22, para 3-30a(8)

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100307

4. REPORT DATES (YYYYMMDD)				5. REQUEST / REPORT
	20100306	20100307		☐ REQUEST ☒ REPORT

Dates of Training meals required

6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	123		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	125	123		

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

10. REMARKS

* 7Mar, 2 Meals discarded

The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.

11a SIGNATURE	11b RANK	11c. DATE *(YYYYMMDD)*
Richard N. Anderson	MAJ	20100307

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-7 DA Form 5913 (Strength and Feeder Report) Report single unit

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION	2. TO	3. DATE *(YYYYMMDD)*
HHC, 734th CHEM BN	DOL/USPFO	20100307

4. REPORT DATES (YYYYMMDD)				5. REQUEST / X REPORT
	20100306	20100307		
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (*Active*)				
U.S. AIR FORCE (*Active*)				
U.S. NAVY (*Active*)				
U.S. MARINES (*Active*)				
ARNG	125	125		
USAR				
7. SUPPORTED UNITS				
CO A, 734th Chem	75	75		
CO B, 734th Chem	60	60		
CO C, 734th Chem	40	40		
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL	300	300		

10. REMARKS

* 07 Mar, If meals are discarded
* 08 Mar,

B 2

11a SIGNATURE	11b RANK	11c DATE (YYYYMMDD)
Richard N. Anderson	MAJ	20100307

DA FORM 5913, Mar 2006 DA FORM 5913, July 2002, IS OBSOLETE

Figure F-8 Sample DA Form 5913 (Strength and Feeder Report) used as a Request for multiple units

Dates of Training meals required

Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.

General Provisions of Accounting for Catered Meals

- All forms requiring a signature of an officer will be signed by the Commander
- Other blocks will be signed by the designated individual (1SG, Supply SGT or Fulltime staff)
- AT records will be maintained separate from IDT records

Operational Ration

- If operation rations are required during the training weekend for any of the meals, they must be accounted for on a DA Form 5914
- Authorized Operational ration: MRE (DA PAM 30-22, paragraph 3-54
- Box lunches are not authorized during travel or field exercises due to improper refrigeration

Summary

- DA Form 5913 Strength and Feeder Report as a request
- DA Form 3953 (Purchase Request & Commitment)*
- DA Form 3032 (Signature Headcount Sheet)
- Sellers Invoice with receipt from vendor
- DA Form 5913 Strength and Feeder Report as a consumption report

Checklist

CATERED MEALS Closeout Check List	Date: 24 January 2010
TO: USP&FO FOR NE ATTN: G4-LOG 1111 Military Road Lincoln NE 68508	FROM:

Training Period Covered: ____

Paperwork required to be submitted to the USPFO-NE Subsistence Clerk within 5 working days following the performance of the IDT period.

SUBMIT ALL OF THE FOLLOWING DOCUMENTS

☐ DA FORM 5913 "Consumption Report" signed by the Commander/First Sergeant or authorized representative. A-ration consumption will be calculated separately from catered meal consumption report. **HEAD COUNT INFORMATION** is from the units DA 1379. The REMARKS section will address the number differences between the DA 1379 and the number Soldiers actually fed..

☐ Seller's invoice signed by vendor and unit representative.

☐ A photocopy of original register receipt (VISA if applicable). Original receipt must be filed with your IMPAC card statement.

NAME/GRADE/PHONE	SIGNATURE	DATE 24 January 2010

CATERED MEALS

MONTH: _____

THE FOLLOWING FORMS WILL BE FILED AT THE UNIT IN THE ORDER AS FOLLOWS:

☐ DA Form 5913 (Request)

Consolidated Feeding?

☐ Yes (Alfa Roster will be submitted by requesting units with DA Form 5913 Request.)

☐ No

☐ DA Form 3953 (Purchase Order)

☐ TAG Form 6, Sellers Invoice, w/copies of receipts.

☐ DA 3032 Signature Headcount Sheet for each unit and meal served.
(If consolidating with multiple units, must have separate sheets)

☐ DA Form 5913 (Strength Report from DA 1379)

Food Operation Sergeant (if assigned to the unit) or Supply Sergeant/Readiness NCO is responsible for organizing the above forms in the order as directed.

Questions?